

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CASEWORK ASSISTANT**

Jurisdictional Class: **Competitive**

Date Adopted:

Date Revised: **July 14, 2000 (Spec. Reqmt.), 3/07**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **8**

DISTINGUISHING FEATURES OF THE CLASS: This position involves paraprofessional functions in a social service agency, in support of casework staff in the implementation of programs and delivery of services to clients. The purpose of this class is to relieve the professional staff of duties that can be performed at a less skilled level. Duties are carried out under direct supervision of casework supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Transports client, including children, to necessary appointments, including medical, mental health and court appointments, which may include responsibility for care of young children during such transports; Schedules and Supervises visits both onsite and in the field which may include visits between foster children and their natural parents, with the expectation of maintaining a safe environment and encouraging/supporting the parties as they interact;

Documents required information pertaining to client contacts/involvement in the official case record and/or computer system;

Testifies in Family Court when necessary;

Makes home visits to follow-up on client safety or to gather routine information for client participation in social welfare programs;

Assists clients, including those that are impaired, with basic needs, such as making and keeping routine appointments, shopping activities, food pantry/medication pickups/deliveries;

Assists in maintaining case files including file organization and routine filing of documents;

Assists in maintaining the financial records of representative payee clients;

Assists clients in the recertification process for social welfare programs;

Assists in maintaining client financial records, including representative payee and financial management cases;

Assists with unit coverage by answering incoming telephone calls and referring the calls or messages to appropriate staff member as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of community resources and organizations; ability to establish and maintain effective relationships with clients and staff; basic knowledge of human development and behavior; basic observation and recording skills; ability to understand and follow written and verbal instructions; ability to read and write; ability to prepare accurate reports; tact; sound judgement; and emotional maturity; ability to perform basic arithmetic calculations (addition, subtraction, multiplication and division) rapidly and accurately; ability to work with impaired individuals

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in human services, childcare, or related field; **OR**

Last Reviewed: n/a

Last Updated: July 14, 2000 (Spec. Reqmt.), 3/07

Reviewed By: n/a

Last Reallocated: n/a

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- (B) High School diploma and a least two(2) years of experience working with impaired individuals, clerical work, childcare or the human services field.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.